



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SOCIAL WORKER IV

Class No. 005266

■ CLASSIFICATION PURPOSE

Under general supervision to perform professional investigative, casework or treatment services in a child or adult protective service program; to provide consultative services; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This classification is allocated to the Health and Human Services Agency (HHSA). Social Worker IV is distinguished from the next lower level class, Social Worker III in that the latter does not require a Master's degree in social work or equivalent. The next higher level, Social Worker V, requires additional experience and is responsible for a more difficult caseload, training and lead worker duties and acts as a substitute supervisor.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Investigates, assesses and resolves the problems of neglected or abused children and adults.
2. Prepares court reports and related legal documents, and testifies at court hearings.
3. Interviews and counsels children, parents and adults.
4. Ascertains need for out-of-home placement for children and adults.
5. Places and supervises children in appropriate relatives' homes, foster homes or group homes.
6. Conducts pre-placement studies of applicants wishing to adopt children.
7. Assesses children's ability to emotionally cope with being adopted into a suitable home.
8. Prepares psychosocial reports regarding children, families and adults.
9. Provides on-going supervision and counseling to children, families and adults.
10. Provides individual, family and group counseling.
11. Determines need for referral of clients to other resources.
12. Provides crises intervention.
13. Provides in-service case management training to community groups.
14. Participates in program planning and evaluation.
15. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Social casework theories and practices.
- Professional standards and ethics of social work.
- Diagnosis and treatment of social and mental problems of children, families and adults.
- Mental health theories and their application to social work.
- Behavior theories and their application to social work.
- Stages of human development.
- Needs and problems of children, families or adults from diverse socio-economic and cultural backgrounds.
- Interviewing techniques.
- Group counseling and group therapy techniques.
- State and County policies governing social worker standards.
- Social Work research techniques.
- Pharmacology and the impact of drug abuse on human behavior.
- Crisis Intervention.
- County customer service objectives and strategies.

Skills and Abilities to:

- Write accurate reports and case summaries.
- Communicate effectively orally and in writing with individuals and groups.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A master's degree in social work OR,
2. Possession of a State of California license as a Marriage, Family and Child Counselor (MFCC).

Professional work experience in a casework setting is highly desirable.

Note: An advanced degree in Psychology without an accompanying MFCC License does not meet minimum qualifications for this position.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds. Incumbents may occasionally be required to lift and secure children weighing up to 60 pounds into vehicle safety seats as required by law.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Exposure to hostile, emotionally disturbed children and adults; required to work in dangerous, high crime areas of the community. Standby and callback work may be required to provide emergency response at night and/or on weekends. Non-routine work hours may be required.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 9 months (Civil Service Rule 4.2.5).

New: October 26, 1965
Revised: July 7, 1966
Revised: December 10, 1970
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